

12. EVENT POLICY

12.1. General Policy

12.1.1. The purpose of this policy is to ensure Events are consistent with the AIPN Mission.

12.1.2. The scope of this policy does not include the Short Course Part I and Short Course Part II (co-organized by AIPN, RMMLF and CAIL/IEL), the annual Dispute Resolution Conference (when co-organized by AIPN and various international arbitration organizations), and any other such program approved by the AIPN Board.

12.2. Sponsorship

12.2.1. No organization shall be permitted to sponsor an Event unless its mission is compatible with the AIPN Mission.

12.2.2. Commercial organizations, such as, petroleum companies and law firms, can participate in Events only as sponsors.

12.2.3. Sponsorship of Events is welcome and actively sought in order to fund the costs of Events, but sponsorship does not entitle the sponsor to market the Event as its own.

12.2.4. Sponsors of Events should receive public recognition of their support and therefore shall be entitled to have their name and/or logo displayed and to be recognized on all material as sponsors of the Event. They may also be entitled to display or distribute corporate literature at the Event and to provide token promotional gifts with corporate logos to be distributed to each delegate.

12.2.5. Sponsors who wish independently to advertise the Event may do so, on condition that the event is advertised as an AIPN event of which they are sponsors and not as the sponsor's own event, and with prior review and approval of AIPN.

12.2.6. Event fundraising efforts should be linked to the Event Budget. Avoid seeking sponsorships in significant excess of budget needs.

12.2.7. Regional, conference, educational and corporate fundraising efforts should be well coordinated to avoid competition for funds.

12.3. Event Fee

The Event fee should be affordable to Members and maintain its cost effective status among other seminars/undertakings. The fee should not substantially increase because of the venue change unless it cannot be avoided.

12.4. Event Budget

12.4.1. An Event Budget shall be prepared for all Events and submitted to the AIPN Board or Executive Committee for approval well in advance of any commitments or announcements to Members or general public. While it is important not to have a negative net revenue for an Event, the AIPN Board or Executive Committee may determine, because of the subject matter of the Event or the proposed venue, that a break-even or even a limited risk of a negative net revenue might occur and will be permitted provided the Event meets the long-term objectives of the organization. For example, if the objective is to promote an outreach effort with a NOC or a particular region, the net revenues could be less. Positive net revenue should always be sought.

12.4.2. The Officer or Director with responsibility for the Event Budget will update the Executive Committee or AIPN Board on the financial status of Events and any unbudgeted expenditures.

12.5. Event Co-Chairs

Event Co-Chairs and Members of the Event organizing committee will be Members unless otherwise approved by the AIPN Board.

12.6. Event Attendance Lists

As provided in Article 8 registration for an Event will grant permission to the AIPN to release the registrant's name and contact information, for attendance lists provided at Events to other registrants for the purpose of promoting networking opportunities, unless the registrant elects to have the information excluded.

12.7. Administrative Support

12.7.1. When requested and in coordination with the Event Co-Chairs, AIPN staff can provide administrative support for all Events, including venue selection, catering, registration, marketing, promotion, materials, and supplies. Additional on-site (local) support shall also be provided under the following guidelines.

12.7.2. As a general rule, efforts should first be made to get local support from companies or other entities in the venue city as part of sponsoring the Event. Such support may be supplemented with AIPN funding if it cannot be provided free of cost. Where such support is provided, the sponsor shall receive due recognition in the program, in announcements for the Event and on Event materials.

12.7.3. As an exception to the general rule, a request may be made to the Executive Director and President for on-site support from AIPN staff members under the following circumstances:

A. Local support is not readily available through a sponsor; or

- B. AIPN staff would be particularly advantageous to AIPN's visibility, the effectiveness of the Event or activities planned in the same area. Consideration for such a request should also be given to an overall objective of building and maintaining a knowledge base within AIPN's full time staff on how to manage, administer and/or support AIPN-specific events.
- C. Upon receipt of such a request, the Executive Director and President will assess the availability of AIPN staff and impact on the current workload of the AIPN and make a joint decision. If approved, the expenses for travel and accommodation of the staff member shall be covered by the Event Budget. If disapproved, the Event Co-Chairs in coordination with the Executive Director and President shall consider alternative arrangements for support.

12.8. Availability of Presentation Materials

Presentation materials (of which a copyright agreement has been signed with the speaker/author) may be posted on the AIPN website no earlier than three (3) months after the event concludes if reasonably practical. These materials will be accessible by Members only.

12.9. Attendance by the President, President-Elect and Immediate Past President

To help promote Events, the President, President-Elect and Immediate Past President will receive complimentary registrations for the International Petroleum Summit, Model Contracts Workshop and regional conferences longer than one-day. The incoming President-Elect may accept the benefit of this policy for the International Petroleum Summit in which he/she will be installed.

12.10. Expense Reimbursement

12.10.1. AIPN Officers, Directors, Staff, Members, Faculty and Speakers ("Participants") who are involved in the organization of Events often incur travel and other expenses in support of those Events. Event related expenses can become material particularly for Events in regional chapters in which extensive travel may be required. This policy is adopted to assist with the Event related expenses incurred by Participants. As an exception to the general rule that the AIPN shall not pay honorariums or fees to Speakers, the Executive Committee or AIPN Board may approve payment of honorarium or speaker fee to a distinguished speaker whose participation will add significant value to an Event.

12.10.2. Event related expenses covered by this policy include: (i) airfare, accommodations and incidental travel costs ("Travel Costs"); (ii) Event venue, Event organization and catering costs ("Event Costs"); and (iii) meal expenses for Participants specified in an approved Event Budget ("Meal Costs"). The policy regarding these three categories of expenses is as follows.

12.10.3. Travel Costs

- A. AIPN recognizes and appreciates that many Participants donate substantial time and resources to the AIPN. The general rule is that Participants are responsible for their Travel Costs.
- B. When Participants request the AIPN Board or Executive Committee to approve an exception to the general rule, the following factors will be considered: (i) the importance of the Participant's involvement to the Event; (ii) availability of other Participants with comparable knowledge/expertise who can organize or participate in the Event without incurring significant Travel Costs; and (iii) the Event Budget and the availability of funds to defray all or a portion of the Travel Costs. If Travel Costs are proposed to be paid by the AIPN, the Participant seeking reimbursement should submit a proposal for the Travel Costs to the Member who has responsibility for the Event Budget and the Executive Director. Specifics of Travel Costs based on the Event Budget shall be based on the following guidelines:

I. Airfare

- a. The lowest non-refundable airfare available should be considered unless otherwise approved by the Executive Committee or AIPN Board.
- b. For one or more continuous flights (not counting connection time, but using the most direct routing) of less than six (6) hours duration, airfare should be booked in economy class.
- c. For one or more continuous flights (not counting connection time, but using the most direct routing) of six (6) hours or more in duration, airfare may be booked in business class.

II. Accommodations

- a. Hotel accommodations should generally be at the same hotel as the Event, except where the Participant selects a hotel of lesser cost near the venue of the Event.
- b. An attempt to obtain favorable hotel accommodation costs should be made when the facility contract is negotiated.
- c. Reasonable directly related incidental costs (e.g. taxis, subways, meals, etc.) may be reimbursed by the AIPN, but the Participant should attempt to minimize such expenses.

12.10.4. Event Costs

The general rule is that Participants organizing an Event will cover Event Costs through Event fees and sponsorship support. Where it is anticipated that Event Costs

will exceed the proceeds from fees and sponsorship support, the Member who has responsibility for the Event Budget will secure approval from the AIPN Board or Executive Committee prior to committing to those costs.

12.10.5. Meal Costs

It may be appropriate for the Member who has responsibility for the Event Budget to provide reasonable food and beverage to other Participants (“Meal Costs”). These Meal Costs should only be incurred if the proposed costs are reasonable, appropriate and justifiable and in support of the Event. The general rule is that the AIPN Board or Executive Committee approves the proposed Meal Costs before incurring such expenses. However where prior approval is not practicable, the Member may incur Meal Costs based on his or her judgment that such expenses are reasonable, appropriate, justifiable and directly associated with the Event, up to a maximum of US \$75 per person.

12.10.6. Foreign Officials

A. Expense Reimbursement for a Foreign Official calls for the exercise of particular care. Such Foreign Officials may be subject to laws, regulations or codes of conduct that limit their ability to accept reimbursement of expenses or offers of entertainment. Additionally, it is the policy of AIPN to comply, at all times, with the United States Foreign Corrupt Practices Act and any other similar law that may be applicable; no payments should be made to any Foreign Official for any corrupt purpose such as for the purpose of obtaining or retaining business or for the purpose of: (a) influencing an official act; (b) inducing a person to act in violation of his or her lawful duty; (c) securing an improper advantage; or (d) inducing a person to use his influence with a foreign government to affect a governmental act or decision. Members are reminded that the laws of multiple jurisdictions may be applicable in such instances and are encouraged to seek appropriate legal counsel. The Member should also consider whether it is appropriate to seek the advice and approval of the Member’s employer. See Article 6.3 relating to charitable contributions and Article 11.3 covering waiver of fee Memberships.

I. Travel Costs

If a Foreign Official requests reimbursement for travel costs pursuant to 12.10.3, the AIPN Board or Executive Committee should deny the request unless the travel costs are: (1) consistent with this policy; (2) approved by the Head of the AIPN Legal Committee as consistent with applicable law; and (3) included in an approved Event Budget.

II. Meal Expenses

If a Member organizing an Event believes that it is appropriate and justifiable to incur reasonable Meal Costs for such Foreign Officials who are directly associated with the Event, then the Member shall

secure prior written approval from the Executive Committee, after consultation with the Chairman of the AIPN Legal Committee. Reasonable Meal Costs for the AIPN President, President Elect, and Past Presidents do not need prior written approval from the Executive Committee. Reasonable Meal Costs may not exceed US \$75 per person.

12.10.7. After approval of the Executive Committee or AIPN Board, the Participant claiming reimbursement for Event Costs shall complete and submit an expense report, on a form approved by the AIPN, to the Executive Director.

13. SPEAKER POLICY

13.1. Purpose

As a non-profit, educational organization, the AIPN often requests individuals from various professions including those representing the energy industry, public service, and other related organizations to address its Members and guests.

13.2. Payments to Speakers

Subject to Article 12.10, speakers are not reimbursed or provided honorariums for their participation.

13.3. Speaker Guidelines

- A. In order to ensure consistency with AIPN's educational mandate and to avoid any misunderstandings, speakers are requested to respect the following brief guidelines in their presentations:
- B. Avoid making commercial representations. While what you and your company do are probably highly relevant to your selection as a speaker, it is your knowledge and insights that we want you to share, not the services you sell. Speaker's Company Logos are accepted on the cover /end page of the presentation; however on consecutive pages refrain from showing your company logo to avoid the commercial representations look and feel.
- C. Allow time for questions. Members cover the breadth of the energy industry and are skilled in soaking up information.
- D. Attempt to ensure international content. Members are from many countries and cultures. Subjects that transcend borders are well received.
- E. Inform the Event Co-Chair and relevant AIPN staff member in ample time prior to your presentation of any special needs, including AV equipment, dietary restrictions, etc.
- F. Be aware that all presentations are for attribution unless you specifically request otherwise. While presentations do not normally receive much media attention, be aware a few Members belong to the media and the media is present at AIPN's annual International Petroleum Summit.
- G. A copy of your speech and AV aids are always appreciated but never required.
- H. Speakers will be asked to sign a copy right license before the Event, which will generally allow the AIPN to distribute the speaker's written materials either on the AIPN website or as part of its educational programs.

13.4. Speaker Registration Fees

13.4.1. Speakers, Event Session Moderators and Event Co-Chairs (but not persons assisting with the Event (i.e. Event organizing committee)) are exempted from paying registration charges for Events.

13.4.2. For purposes of this policy, a "speaker" will be one giving formal presentations at the Event.

13.4.3. Although spouses will not be included in this exemption, exceptions may be granted by the Event organizing committee from time to time.

14. EDUCATION POLICY

14.1. Educational Courses or Workshops

The purpose of this policy is to ensure AIPN educational courses and workshops are consistent with the AIPN Mission.

14.2. Course/Workshop Faculty

Consideration should always be given to using the best faculty available. When a course or workshop is to be held away from its original venue, it is important that every effort be made to identify and attract some qualified faculty in the new venue or region for the course or workshop. When determining the faculty composition for specific sessions, it is important to weigh the following factors: specific knowledge of the subject matter, expertise, presentation skills, cultural/regional application of the materials and stability of the faculty such that the Members can build upon their experiences to improve the material and presentation. The quality of the course should never be compromised.

14.3. Course/Workshop Fees, Budgets, Reimbursement of Faculty Expense, Sponsorship and Administrative Support

Course/Workshop Fees, Budgets, Reimbursement of Faculty Expense, Sponsorship and Administrative Support are provided for in Articles 12 and 13.